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Park Benches, Park Picnic Tables and Trees Donation Policy

Purpose

The purpose of this policy is to make a standard for approving park benches, picnic tables, and trees being donated and given over to the Village of Little Chute to maintain. The Village of Little Chute has many community members whom have donated benches, picnic tables, and trees in the Village Parks as a memorial or in honor of a family member or someone in the community. These amenities provide a great way for community members to enjoy the parks around the village.

The Village would like to continue to accept these donations with the understanding that once they are installed they must be maintained by the village. Furthermore, some parks or locations have enough benches, picnic tables, and trees where there is no longer a need. The Parks, Recreation, & Forestry Director will have the final say in all amenity placements. Certain village parks such as the Village Plaza will have master plans that contain only a certain amount of bench, picnic table, and tree placements.

Process

When a resident comes to the Village with a request to donate a bench, picnic table, or tree; the following 4 step process will occur.

1. **Select a Location** – The resident will indicate the location they would like their bench, picnic table, or tree installed. The Parks, Recreation & Forestry Director will try to honor their wishes as best as possible with the knowledge of the parks master plan. The Director may offer additional recommendations on locations.
2. **Select Wordage (Bench/Picnic Table Only)** – With the assistance of the Director, a plaque will be installed on the bench or picnic table with the engraving signifying the resident's message. The Village does not install plaques with the memorial trees.
3. **Complete the Application** – The donor will submit an application with gift payable to the Village of Little Chute Parks, Recreation, & Forestry Department, 108 West Main Street, Little Chute, WI 54140. The style of bench and picnic table are predetermined as well as size of the plaque size. A gift that covers the expense of the memorial amenity and shipping is required prior to the order being placed. A gift for a tree depends on size and tree type. The site preparation, concrete, and annual maintenance expenses for all amenities are covered by the village.
4. **Installation** – Memorial applicants will be notified when the amenity will be installed.

The Park and Recreation Department will maintain a permanent record of all donated benches, picnic table information, and trees. A bench, picnic table, and plaque will be warrantied for 10 years. A tree is warrantied for 3 years.